



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY CADET COMMAND**  
**FORT MONROE, VIRGINIA 23651-5000**

ATCC-TR (145)

31 October 2005

MEMORANDUM FOR

Commander, Eastern Region, U.S. Army Cadet Command, (ATOE-TR),  
Fort Knox, KY 40121-5610  
Commander, Western Region, U.S. Army Cadet Command, (ATOW-TR),  
Fort Lewis, WA 98433-7100

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1. References:

- a. AR 145-1, Senior ROTC Program, Organization, Administration, and Training, 22 July 1997.
- b. Cadet Command Regulation 145-3, Precommissioning Training and Leadership Development (on campus), 1 September 2005.
- c. Cadet Command Regulation 145-3.1, Precommissioning Training and Leadership Development(off campus), 1 September 2005
- d. Cadet Command Regulation 385-10, Cadet Command Safety, 6 June 2003.
- e. Cadet Command Pamphlet 145-4, Enrollment, Retention, and Disenrollment Criteria, Policy and Procedures, 4 October 2005.

2. Purpose. This memorandum provides guidance on the administration of the Cadet Practical Field Training (CPFT) Program.

3. Overview.

- a. The CPFT program includes the following schools or training events: Airborne, Air Assault, Mountain Warfare, Northern Warfare, United Kingdom Officer Training Course (UKOTC), Sandhurst Competition, and Cadet Field Training (CFT).

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b. The Cadet Command goal for CPFT is that no less than 75% of all attendees are MSL II and no more than 25% are MSL III. To that end, all CPFT allocations will be coded MS II (75%) and MS III (25%). All requests to slot a MS I, or IV, cadet must be approved by Region with a courtesy copy to G3, Cadet Command for tracking purposes. Be advised that newly commissioned 2LTs are not eligible for CPFT training.

c. Train as you fight! It is the PMS's responsibility to train cadets for success by sending them to school with all the skills to graduate. It is the cadet's responsibility to train to standard and to be prepared for school attendance before leaving campus. Do not fill an allocation with a cadet who does not want it or is not prepared.

#### 4. Responsibilities.

a. Cadet Command, G3. Proponent for CPFT program and the primary facilitator for the initial coordination between MACOMs, Army Training Requirements and Resources System (ATRRS), USMA, sister services, and host installations for training. FY 06 breakdown of CPFT allocations are listed at Enclosure 1.

b. Battalion Commanders. Select and prepare the best-qualified cadets who meet the following prerequisites to attend CPFT. As a matter of policy, commanders will give priority first to scholarship cadets, contracted cadets, and then to non-contracted cadets. Specifically, Battalion Commanders will:

(1) Offer CPFT slots only to cadets who meet all of the following prerequisites.

(a) Enrolled cadets (contracted or non-contracted) as defined in chapter 4, Cadet Command Regulation 145-3 and IAW Cadet Command Pamphlet 145-4, Chapter 5. MS V cadets may attend CPFT. MS V is defined as a cadet on extended scholarship benefits. **Newly commissioned 2LTs are not eligible for CPFT training.**

(b) Are fully trained to standard in the following BOLC I tasks (based on standards in the current Training Support Packages): Conduct Drill and Ceremonies; Identify Duties and Authority of Officers and NCOs; Apply Customs and Courtesies of the Service; and Maintain the M16 Rifle.

(c) Are trained (and inspected) on the following tasks: Wear of the military uniform; assembly, wear and adjustment of the Kevlar helmet; and assembly, wear and adjustment of load-carrying equipment (LCE).

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(d) If enrolled in the English-as-a-Learned-Language Program, meet the standards for oral and written proficiency required for cadets to attend LDAC IAW CCR 145-3, paragraph 2-9(g)2.

(e) Pass the Army Physical Fitness Test (APFT) before reporting to CPFT (see subparagraph of each training event). Generally, commanders should take into consideration that cadets with low APFT scores (e.g., less than 225) are not likely to do well at CPFT and are more likely to be injured or quit.

(f) Ensure cadets are properly outfitted IAW packing list from individual school websites prior to arrival at training.

(2) Airborne training:

(a) Ensure selected cadet can run 4.0 miles in a formation at a consistent 9-minute pace throughout in the Basic Airborne Course standard uniform: BDUs, brown undershirt, civilian running shoes and white socks. The uniform may include black watch cap, gloves and BDU field jacket in cold weather.

(b) APFT. All students take and pass the APFT based on the 17-21 age/gender groups with a minimum of 60 points in each event.

(c) 10 second hang. All students mount a pull-up bar. After a three second hang, arms fully extended with the palms facing the students face the command of "UP" is given. Student then pulls him or herself up, unassisted with their chin above and not resting on the bar. Student is then required to hold themselves up, unassisted for ten seconds. After the ten second time requirement has passed, the command of "DROP" is given. The command of drop is the point at which the student may release themselves from the bar.

(d) For more specifics and the updated packing list please review the Airborne school website.

[ABN Home page](https://www.infantry.army.mil/airborne/airborne/)

<https://www.infantry.army.mil/airborne/airborne/>

(3) Air Assault training:

(a) Ensure that cadets arrive in good physical condition and two days prior to the start date of the class. This will allow the cadets and opportunity to do a walk through of the

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obstacle course with the LNO and to ensure they have all required equipment IAW the packing list. Pre-training should include rope climbing and completion of a military style obstacle course in advance.

(b) For more specifics and the updated packing list please review the Air Assault school website.

[AIR ASSAULT SCHOOL HOME PAGE](http://www.campbell.army.mil/aas/air_assault_school.htm)

[http://www.campbell.army.mil/aas/air\\_assault\\_school.htm](http://www.campbell.army.mil/aas/air_assault_school.htm)

(4) Coordinate and prepare orders and tickets for travel. There are two categories of CPFT cadets for orders and travel:

(a) Cadets not attending LDAC. The battalion is responsible for scheduling round-trip travel to CPFT and back to Home of Record (HOR) or school. The LNO will assist with any changes to travel arrangements due to recycle or drop while in training.

(b) Cadets attending LDAC first and then CPFT:

(1) The battalion is responsible for scheduling a one way ticket to LDAC. LDAC admin is responsible for scheduling round trip travel to follow on training and back to HOR or school if follow on training is within 72 hours of LDAC graduation.

(2) If follow on training is more than 72 hours after LDAC graduation, the battalion is responsible for scheduling round trip travel to LDAC and back to HOR or school; and round trip travel to follow on training and back to HOR or school.

c. Liaison Officers (LNO).

(1) Comply with duties, responsibilities and reports of Cadet Command LNOs at (Enclosure 2).

(2) Submit After Action Reports (AAR) using the Issue, Discussion, and Recommendation format through regions to HQ, Cadet Command not more than 10 days after tour of duty ends. Cadet Command POC is LTC Chapman, DSN 680-4586, (757) 788-4586 FAX DSN 680-5454, (757) 788-5454 <mailto:chapmanjr@usacc.army.mil>

(3) In process cadets, provide transportation as needed, assist in the coordinating airline tickets and orders as needed.

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Assist in providing CTA-50 equipment to cadets, conduct APFTs as required, monitor drops, and out process cadets after graduation.

(4) Provide opening, weekly, and closing reports at the start and end of each class to each region and HQ, Cadet Command.

(5) Provide name, rank, phone number (work, home and cell phone if available), and email address of each LNO(s) to HQ, Cadet Command, ATTN: ATCC-TR-T, Fort Monroe, VA 23651.

(6) LNOs at Airborne School are not authorized to perform parachute jumps.

(7) Active duty soldiers are preferred for LNO duty but uniformed Comtek contract personnel may perform LNO duties within CONUS if necessary.

## 5. Coordinating Instructions.

(a) Quotas may be exchanged between regions through G3, Cadet Command. Direct coordination is encouraged between regions. Region POCs are:

(1) Eastern Region, Mr. Jeffery Markle, DSN 464-6850, (502) 624-6850, email: [Jeffery.Markle@usacc.army.mil](mailto:Jeffery.Markle@usacc.army.mil)

(2) Western Region, Ms Lillian Aguon, DSN 357-9896, (253) 967-9896, email: [Lillian.Aguon@usacc.army.mil](mailto:Lillian.Aguon@usacc.army.mil)

(b) All CPFT names must be entered in the Cadet Command Information Management System (CCIMS) by the battalion.

(c) Regions will enter name, social security numbers, cadet class year, and gender of each cadet in ATRRS for each Airborne and Mountain Warfare allocations NLT 50 days before class start date. Substitute names may be entered in ATRRS up to one day before reporting date. Do not send a cadet to these schools unless the cadet has a valid reservation in ATRRS.

(d) Do not send cadets to training in an unfunded status. For any travel emergency please contact the G4 at 1-888-881-2406.

(1) Lodging is provided for all cadets. Cadets staying in a contracted facility are not authorized to charge meals, phone calls, etc., to the bill. All 'personal charges' must be paid by the cadet prior to check-out. Failure to do so will result in a "Pay Adjustment Authorization", which will pull the funds directly from the cadet's stipend.

(2) Initially, contracted lodging is coordinated

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between G4/8 (Acquisitions) and the Eastern/Western Region POCs. G4/8 requests the Region POCs send the LNOs and Cadet Command G3 the cadet lodging list with specific locations of where the cadets are to be housed in advance. This will eliminate confusion on the locations of the cadets in case of an emergency situation.

(e) Ensure cadets have the following when reporting:

(1) 15 copies of orders.

(2) Current (within **30 days** of course start date) Army Physical Fitness Test score card.

(3) Military identification card or picture identification, copy of orders, and personal identification tags.

(4) All required equipment IAW the individual school packing list. Check schools website to insure cadets receive most updated packing list prior to arrival at training.

(5) Two (2) pair military issued glasses or civilian equivalence (heavy plastic frames and lenses), if required (**NO CONTACT LENSES**).

(6) Copy of physical examination.

(7) Cadets attending Northern Warfare Training receive one pair of the Intermediate Cold Weather (ICW) boots at least 4 months prior to attendance from individual unit supply room to allow proper break-in.

(f) Ensure cadets are enrolled IAW Cadet Command Pam 145-4, Chapter 5, Figure 5-1. Brief cadets on government-sponsored benefits and ensure they sign Cadet Command Form 136-R, Aug 01 (Enclosure 3).

(g) Develop a quality control process to ensure orders reflect the correct locations, dates, and times.

(h) Current websites for each school are as follows:

1. Airborne School (ABN): [ABN Home page](#)

2. Fort Campbell Air Assault School (AAS): [AIR ASSAULT SCHOOL HOME PAGE](#)

3. Mountain Warfare School (MTN WAR): [AMWS](#)

4. Northern Warfare Training (NOR WAR): [NWTC](#)

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5. Cadet Field Training (CFT). MOI to be published.

6. Sandhurst (USMA). MOI to be published.

7. United Kingdom University Officer Training Corps  
(UK-UOTC). MOI to be published.

3 Encls

//SIGNED//  
STEVEN J. VAN STRATEN  
LTC, IN  
DCS, G3

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**CPFT FY 06**

<b><u>SCHOOL</u></b>	<b><u>EAST</u></b>	<b><u>WEST</u></b>	<b><u>TOTAL</u></b>
<b>Airborne (Ft. Benning)</b>			
<i>Cls 007 (*21 Nov - 9 Dec)</i>	7	8	15
<i>Cls 008 (*29 Nov - 16 Dec)</i>	8	7	15
<i>Cls 027 (*15 May - 2 Jun)</i>	5	5	10
<i>Cls 028 (*22 May - 9 Jun)</i>	43	42	85
<i>Cls 029 (*30 May - 16 Jun)</i>	45	45	90
<i>Cls 030 (*5 - 23 Jun)</i>	40	40	80
<i>Cls 031 (*12 - 30 Jun)</i>	40	40	80
<i>Cls 032 (*19 Jun - 7 Jul)</i>	40	40	80
<i>Cls 033 (*26 Jun - 14 Jul)</i>	40	40	80
<i>Cls 501 (*3 - 21 Jul)</i>	20	20	40
<i>Cls 034 (*10 - 28 Jul)</i>	27	28	55
<i>Cls 035 (*17 Jul - 4 Aug)</i>	20	20	40
<i>Cls 036 (*24 Jul - 11 Aug)</i>	25	25	50
<i>Cls 037 (*31 Jul - 18 Aug)</i>	50	50	100
<i>Cls 038 (*7-25 Aug)</i>	50	50	100
<i>Cls 039 (*14 Aug - 1 Sep)</i>	50	50	100
<i>Cls 040 (*21 Aug - 8 Sep)</i>	50	50	100
<i>Cls 041 (*28 Aug - 15 Sep)</i>	40	40	80
<b>Northern Warfare (Alaska)</b>			
<i>BMC 06-02 (9 – 23 Jul 06)</i>	6	6	12
<b>Mountain Warfare (Jerico, VT)</b>			
<i>Cls 001 (*8 - 21 Jan 06)</i>	10	10	20
<i>Cls 002 (*5 - 18 Feb 06)</i>	10	10	20
<i>Cls 003 (*5 - 18 Mar 06)</i>	10	10	20
<i>Cls 002 (*4 - 17 Jun 06)</i>	10	10	20
<i>Cls 004 (*13 - 26 Aug 06)</i>	10	10	20
<i>Cls 005 (*10 - 23 Sep 06)</i>	10	10	20
<b>Air Assault School (Ft. Campbell)</b>			
<i>Cls 017 (*25 Apr - 9 May 06)</i>	13	12	25
<i>Cls 018 (*3 - 17 May 06)</i>	13	12	25
<i>Cls 019 (*11 - 25 May 06)</i>	13	12	25
<i>Cls 020 (*19 May - 6 Jun 06)</i>	13	12	25
<i>Cls 021 (*8 - 23 Jun 06)</i>	13	12	25
<i>Cls 022 (*28 Jun - 14 Jul 06)</i>	13	12	25
<i>Cls 023 (*10 - 24 Jul 06)</i>	12	13	25
<i>Cls 024 (*26 Jul - 10 Aug 06)</i>	12	13	25
<i>Cls 025 (*3 - 18 Aug 06)</i>	12	13	25
<i>Cls 026 (*14 - 28 Aug 06)</i>	12	13	25
<i>Cls 027 (*22 Aug - 7 Sep 06)</i>	12	13	25
<i>Cls 028 (*30 Aug - 15 Sep 06)</i>	12	13	25
<b>* Start date of class</b>			



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Enclosure 1

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<b>UK-OTC</b>			
<i>Cambridge</i>	10	10	20
<i>London</i>	10	10	20
<b>Combat Field Training (USMA)</b>	16	16	32
<b>Sandhurst Competition Teams (USMA)</b> (3 teams per Region)(Each team = 9 Personnel)			
	27	27	54
<b>TOTAL CPFT ALLOCATIONS</b>	<b>879</b>	<b>879</b>	<b>1758</b>

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**Duties and Responsibilities  
Cadet Command Liaison Officers (LNO)**

1. Purpose. This memorandum assigns Liaison Officer (LNO) duties and responsibilities in support of the Cadet Practical Field Training (CPFT) Program.

2. General.

a. Active duty soldiers are preferred for LNO duty but uniformed Comtek contract personnel may perform LNO duties within CONUS if necessary.

b. LNOs are the Command Representatives to the school or training course. Accordingly, they are responsible for all ROTC cadets attending the training in a cadet status.

c. LNOs will be in the rank of SFC or above.

d. Only one LNO is required per school/training location except UKOTC and possibly CTLT Europe based on number of locations.

e. LNOs may only be replaced once during the tour of duty after a thorough battle handoff and clearance through the Chief, Operations and Training Division, G3.

3. Responsibilities.

a. G3, Operations and Training Division. Proponent for the CPFT Program and the primary facilitator for the initial coordination between MACOMs, Army Training Requirements and Resources System (ATRRS), and host installations for Army training.

b. Liaison Officer (LNO).

(1) Coordinate with Cadet Command, G3, ATTN: Operations and Training Division and/or Region CPDT coordinator for initial guidance. Coordinate arrival and in-processing of cadets with Cadet Command, G3, ATTN: Operations and Training Division or LDAC CPDT coordinator assigned to LDAC cadet personnel.

(2) Verify that cadets meet all course prerequisites (e.g., APFT requirements). Take necessary action to overcome obstacles and get cadets into their scheduled class (e.g., administer the APFT or issue equipment).

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Enclosure 2

(3) Coordinate with schools and/or installations for equipment issue when necessary.

(4) Assist cadets as necessary. Provide for their health, morale and general welfare.

(5) Review cadets' travel documents, ensuring proper departure times. Help coordinate departure itinerary for cadets and other out-processing requirements as necessary.

(6) Ensure cadets maintain high standards of appearance and military bearing.

(7) Provide CPFT coordinator a weekly report NLT 1100 (EST) each Friday (encl. 1) and written after action reports NLT 30 days after completion of LNO duties.

(8) Notify CPFT Coordinator, Cadet Command and Battalions on significant events involving cadets (e.g., accident, injury, and incidents).

4. LNO prepares a drops report after each class. The drops report will include the name of the cadet (last name only), region, battalion/school, and reason for drop. This report will be faxed to the POC, Cadet Command, LTC Jim Chapman at DSN 680-5454 or COMM 757-788-5454 or email at [chapmanjr@usacc.army.mil](mailto:chapmanjr@usacc.army.mil).

5. Report all incidents that qualify as serious in accordance with AR 190-40, Serious Incident Report, dated 14 August 1985 and Cadet Command Policy Memorandum 9, dated 1 June 2005. Submit report to Cadet Command Headquarters within 24 hours (757-675-3070) of the incident. All telephonic notification will be followed up with a hard copy report faxed (DSN 680-5454) or email [chapmanjr@usacc.army.mil](mailto:chapmanjr@usacc.army.mil) to the G3, Operations and Training Division, Cadet Command.

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**BRIEFING ON GOVERNMENT SPONSORED BENEFITS FOR ROTC CADETS**  
(ROTC Cadet Cmd PAM 145-4)

I have been briefed this date on government-sponsored benefits for ROTC cadets and understand that—

1. Enrolled ROTC cadets and applicants for enrollment who suffer illness/injury as a result of authorized (scheduled and supervised) training, or authorized travel to and from such training, are eligible for compensation through the Department of Labor/Department of Veteran Affairs.

2. ROTC cadets may not receive medical coverage and disability benefits from the Department of Labor or the Department of Veteran Affairs for injuries sustained when traveling off-post for personal recreation/activities. It is the responsibility of the individual cadet to obtain adequate or additional insurance to cover themselves for off-post, non-ROTC related activities.

3. ROTC cadets must report any injury/illness sustained while participating in authorized training or authorized travel to and from such training to the battalion commander/PMS or other authorized cadre. Cadets are responsible for submission of claims to the proper department as listed in paragraph 1 above, with the assistance of battalion cadre.

4. Army medical treatment facilities (subject to the availability of space, facilities, and capabilities of the professional staff) are authorized to provide care for injury incurred or disease contracted while attending field training.

5. Injured students who are eligible to receive medical treatment are authorized medical care from the following sources:

a. U.S. Public Health Service hospitals or physicians where available.

b. Army, Navy, Air Force, or VA medical treatment facilities, subject to the availability of space, facilities, and the capabilities of the professional staff.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CADET SIGNATURE

\_\_\_\_\_  
Printed Name of Cadet

CC FM 136-R, Aug 01

Enclosure 3